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INDIVIDUAL DEVELOPMENT PLAN (IDP) DD FORM 1917 <i>(Please detach this sheet before submitting DD Form 1917.)</i>	
<p style="text-align: center;"><u>Privacy Act Statement</u></p> <p>AUTHORITY: 10 USC 133d; 44 USC 3101; 5 USC 301 and 302; Executive Order 9397, November 1943 (SSN).</p> <p>PRINCIPAL PURPOSES: To assess employee potential for further training and development, establish an orderly career progression plan, and record employee's availability for development/rotational assignment to other positions within DoD.</p> <p>ROUTINE USES: Used as a planning document by civilian personnel and training/education officers to determine employee training needs and attendant scheduling and funding considerations.</p> <p>DISCLOSURE: Voluntary; however, absence of a current completed form could result in inadequate identification of training and developmental needs in conjunction with career objectives and limited performance data available to selecting officials in the referral process.</p>	
INSTRUCTIONS FOR COMPLETING DD FORM 1917	
<p style="text-align: center;"><u>SECTION I - NEXT CAREER POSITION</u></p> <p>The next career position is that position which the employee and the immediate supervisor, with the assistance of the Senior/Local Civilian ICDP Advisor(s) or civilian personnel office, consider as the next most logical progression step for the advancement of the individual. The careerist must play a major role, with assistance from the immediate supervisor, in the determination of the next career position. If appropriate, enter the series, title, and grade of the next career position.</p> <p>If the employee's current position fulfills his/her immediate career desires, write the word NONE in the space provided. (Employee should insert NONE only if the current position, series and grade fulfills career desires within the next twelve months. Keep in mind the next higher level or another desirable position/series at the same grade level may become available in the current organization.)</p> <p>Training needed to maintain technical update for the current position should be listed in Section II.</p> <p style="text-align: center;"><u>SECTION II - TRAINING/DEVELOPMENT ASSIGNMENTS</u></p> <p>List specific training and education course titles, On the Job Training (OJT)/specialized experience, rotational assignments, and other training/development needed to progress to next position or for career broadening purposes. (Maximum 8 line entries.) Review training requirements for grade levels and the Training Compendium for specific entries.</p>	<p>Training should be planned realistically for the ensuing five years so that the data can be used for component five year training plan and budget purposes.</p> <p>Block 16: Use appropriate category code.</p> <p>Code 1- Do D/Government Training (any Department of Defense and/or other Government agency/Service training).</p> <p>Code 2- Academic Educational Development (any course taken at a college or university for credit [semester/quarter hours]).</p> <p>Code 3- Rotational/Temporary assignments (details to other positions under normal temporary detail procedures and/or details for longer periods under rotational assignment procedures).</p> <p>Code 4- OJT/Specialized Experience (any on the job training or special training needed to meet the requirements for the next career position or general progression).</p> <p>Code 5- Other Training/Development (any continuous education course/state-of-the-art course for major discipline at college or university, and related seminars).</p>

INSTRUCTIONS FOR COMPLETING DD FORM 1917 (Continued)

Blocks 17 through 51: Training/Developmental Assignments (title of training/academic course, brief description of OJT/specialized training/development, or desired position, organization and location if for rotational/temporary assignment). Review training requirements for grade levels (Chapter 6 of DoD 143 O.10-M-3) and the Training Compendium for specific entries.

Blocks 52 through 55: Leave Blank for DoD ICDP Office use only for subject code.

Block S6: Use appropriate priority code

Priority 1- Training that must be accomplished in the ensuing fiscal training cycles or it will have a direct adverse effect on mission accomplishment. The highest priorities will be given to those training and educational opportunities listed as part of the approved Master Training and Education Plan.

Priority 2- Training which is required to provide for systematic replacement of skilled employees as required by career management programs and if deferred beyond the ensuing training cycles will have an adverse effect on mission accomplishment in the period following.

Priority 3- Training which is required for an employee who is performing at an adequate level of competence to increase the employee's efficiency and productivity. This training may be accomplished after Priority 1 and Priority 2 needs have been met but would not be in the DoD or public interest to defer beyond the ensuing training cycles.

Block 57: Type Training in accordance with Chapter 6 of DoD 143O.10-M-3:

Mandatory = M

Desired = D

Blocks 58 through 59: Fiscal Year (Give last two digits of fiscal year in which training is to be taken, e.g., 87.)

SECTION III - CONCURRENCE AND APPROVAL

ITEM 13: Complete all items as requested.

GUIDELINES

The supervisor should use the following items as a discussion tool in regard to training and career development for the employee. These areas can provide a basis for career counseling, estimating potential for career advancement, and formulating specific career goals and training plans.

Discuss the following items with the employee relative to the next career position.

1. Technical Competencies:

- a. Soundness of decisions and recommendations.
- b. Development of solutions.
- c. Innovativeness.
- d. Quality of work.

2. Quantity and Timeliness (meeting deadline schedules and accomplishment of workload in order of priority).

3. Written Communication (expression of ideas in a clear, concise and convincing manner).

4. Oral Communication (expression of ideas in a clear, concise and convincing manner).

5. Cooperation (tact, diplomacy and maintaining interpersonal relationships).

6. Stability (composure and effectiveness under pressure and adverse or changing conditions).

7. Supervision and Management:

- a. Making appropriate decisions under stressful/adverse conditions.
- b. Supporting organizational policy and ensuring high standards.
- c. Accepting responsibility.
- d. Delegating authority, defining assignments and accepting consequences.
- e. Motivating others through leadership capacity.
- f. Developing subordinates.
- g. Effective planning and organizing, coordinating and controlling diversified activities.
- h. Upholding the principles of Equal Employment Opportunity and Affirmative Action Plans.

SECTION C

THE DOD-WIDE COUNSELING SYSTEM FOR CIVILIAN GENERAL INTELLIGENCE CAREER DEVELOPMENT PROGRAM

I. PURPOSE

The purpose of this section is to describe the system for counseling employees participating in the DoD-wide civilian ICDP and to outline the procedures to be followed in completing the Individual Development Plan, DD Form 1917.

II. OBJECTIVES

- A. To **identify** employee potential for further development and advancement to the next career position and for general career progression through periodic consultation.
- B. To establish an orderly career progression plan and a training and developmental assignment plan to accomplish such progression.

III. BASIC PROVISIONS

Counseling is an essential element in the career of an individual. It is not a periodic process; it is the supervisor's continuing day-to-day responsibility. However, formal counseling will be conducted annually on a mutual basis between the individual and the supervisor. The objective of this process is to bring into focus those factors around which the employee's career development can be systematically planned. The process begins with an employee/supervisor consultation and should take into consideration such factors as the employee's willingness to move from one career position to another, which contributes to career enhancement, the appropriateness of the individual's overall career goals, past employee training, education and assignments, as well as changes in employee proficiency and attitude as a result of past training/education and developmental assignments. This consultation is used as a basis for career counseling, estimating potential for career advancement and formulating specific career goals and training plans.

IV. DEFINITIONS

- A. Career Counseling—Counseling is a helping process which permits supervisors and employees, through constructive discussions, to bring into focus performance and behavioral factors around which an employee's career and personal development can be systematically planned. Through counseling, understanding and insight are gained for stimulating the employee to improve the employee's performance and to accept the challenge for development.
- B. Career Plan—The career plan is part of the ICDP process and is developed jointly by the employee and supervisor to establish the employee's next career position (consistent with his/her ultimate career objective), to determine the next career position requirements, and to establish a realistic training and developmental plan to meet those requirements.
- C. Local ICDP Advisor—The local ICDP Advisor is a senior intelligence careerist knowledgeable of the intelligence career program, its structure, training and promotion opportunities, and occupational content to provide the necessary guidance/advice, information and counsel to both management and employees concerning career planning and general career program management.
- D. Next Career Position—A position which an employee and immediate supervisor have concluded would be the next logical developmental assignment in the employee's overall career development plan. Identification of the next career position does not preclude the employee from being considered for other positions or employment opportunities.

V. RESPONSIBILITIES

A. Individuals

- I. Individuals are responsible for recognizing their aptitudes, strengths, and developmental needs. They must undertake training and development to meet these needs and consider their development in terms of their career goals which may include assignment to other positions within the DoD. Employees must demonstrate their willingness to take advantage of the opportunities offered, work hard to achieve the goals they have set, and assume the responsibility for their own development. The development of any one employee is dependent upon the degree of promise of the employee and the training and education pursued to meet the individual's particular immediate needs and long-range goals.
2. Prior to the discussion with the immediate supervisor on the annual IDP, the employee should have established a personal plan to meet the career development needs for the upcoming years. The personal plan should encompass training and educational requirements, as well as specific developmental assignments, that can reasonably be planned for with emphasis on those developmental opportunities desired during the ensuing year.
3. After formulating a personal plan, the employee should, in conjunction with the supervisor, assure that the plan is realistic and consistent with the achievement of the organization's goals.
4. In establishing goals for particular training/education needs and developmental assignments, the employee should consult the following sources for assistance:
 - a. Chapter 6. This chapter lists the typical developmental assignments and the mandatory/desirable training/education requirements for the career field.
 - b. Local ICDP Advisor/Civilian Personnel Officer/Training and Education Specialist/Employee Development Specialist within the activity.
 - c. Training Compendium for General ICDP Personnel.
 - d. Rotational Assignment Compendium.

B. Senior and Local Civilian ICDP Advisors. See chapter 2, paragraphs IV & V for specific responsibilities of the advisors.

C. Immediate Supervisor

1. The immediate supervisor is responsible for day-to-day counseling of the individual's career progression. However, following the structure provided by DD Form 1917, formal counseling will be conducted at least annually between the individual and the supervisor. Particular attention will be directed toward career training and developmental assignments for advancement to the designated next career position.
2. Ensuring that the employee understands the next career position, its performance requirements, and that the identification of the next career position does not preclude the employee from being considered for other positions or employment opportunities.
3. Assuring that the employee's training/development plan is consistent, realistic, and applicable to meeting the overall goals of the organization as well as developing the employee's overall career requirements.

SECTION C

- D. All personnel participating in the career counseling process will seek to develop and record a realistic career plan so as to reach the highest level that the individual is capable and desirous of attaining and one which is consistent with known and anticipated **staffing** needs in the career field.

VI. PROCEDURES

- A. General: Counseling provides an examination of an employee's demonstrated abilities and potential for advancement. It is also a vehicle for systematically **planning training/developmental** assignments to meet the requirements for career progression.
- B. Frequency: The IDP will be accomplished at least annually and whenever there has been a **significant** change of position that warrants completion of a new IDP. The scheduling of annual IDPs is at the discretion of the component.
- C. Forms Distribution: DD Form 1917 will be completed in at least four copies **to be distributed to** the employee, supervisor, employee's personnel folder, and the DoD ICDP Office.